



Greenwood Primary School

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Application Information: September 2023 Intake: Primary 1

This year, in conjunction with the Department of Education, the Education authority is continuing to use an online application portal as part of the open enrolment process.

Key Dates:

<p>Tuesday 13th December 2022</p>	<p>Education Authority publishes information on their website about the Primary 1 admission procedures and admissions criteria for schools. (www.eani.org.uk)</p>
<p>Tuesday 10th January 2023 at 12 noon.</p>	<p>Primary 1 application procedure opens with online portal available.</p>
<p>Friday 27th January 2023 at 12 noon (GMT).</p> <p>Note: Portal will not be accessible after this date/time to apply.</p>	<p>Date/time by which parents submit an application and documents in support of their application (treated as <u>punctual</u>).</p> <p>An application received after 12 noon on Friday 27th January 2023 will be treated as <u>late</u>.</p> <p>Applicants will be guided after the Online Portal closes on how to complete a late application.</p>
<p>On or before 4pm on Tuesday 31st January 2023</p>	<p><u>Deadline date/time</u> an applicant can provide for any preference listed, documents in support of their application.</p> <p>Supporting documents will be treated as punctual or late depending on when application submitted. NB: This does not refer to birth certificate, which must be submitted for all applicants.</p> <p>Final date/time for Change of Preference in Exceptional Circumstances (CoPEC) requests by email to EA from applicants – including all relevant evidence. CoPEC received after this date/time will not be considered.</p> <p>Final date/time for new P1 application and any documents in support of the application (treated as late). Applications/Documents received after 4pm on 31</p>

	January 2023 will not be processed until the close of the primary admissions procedure.
Tuesday 25 th April 2023	Close of Primary 1 Admissions procedure.
Thursday 27 th April 2023	Applicants receive notification of outcome of application on 27 April by email where one is held or by letter. EA Online Portal open. Schools may choose to notify decision by letter for receipt by applicants on 27 th April.
Tuesday 2 nd May 2023	Date from which applicants can lodge a Primary One Admissions Appeal.
Thursday 11 th May 2023 (not later than 4.00pm).	Deadline for receipt of appeal forms for Primary 1 to be received by EA (not later than 4.00pm).
June – August 2023	Independent Tribunals hear appeals.

Further information about the online application process is available via the Education Authority's website (www.eani.org.uk) or by contacting the school (email: info@greenwoodps.belfast.ni.sch.uk).